

## **LAND SURVEY COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Land Survey Coordinator exists is to supervise the performance of highly specialized and complex professional land surveying work in the Inspection Services Division of the Planning Systems Department. This classification supervises employees in the Land Survey Technician series. Work is performed under general supervision by the Land Survey Manager.

### **ESSENTIAL FUNCTIONS**

Plans, coordinates and supervises the work of office and field personnel and crews; coordinates work assignments to ensure timely completion of projects.

Reviews and analyzes work methods to increase efficiency and productivity and provides input into the writing of performance standards.

Keeps detailed and accurate records of crew activities, survey data, etc.

Studies operational problems and recommends changes.

Oversees and coordinates the measurement of floor elevations, asset feature location and general land surveying requests.

Supervises the collection and analysis of data.

Interprets policies and procedures for staff.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Principles and practices of supervision

Geometry, algebra and trigonometry as it pertains to land surveying

City required safety procedures

Microsoft programs (Word and Exchange)

Various software for processing land survey results

Field survey methods and techniques

Survey instruments used in the measurement and location of lines, elevations, areas, angles,

points, and contours of the earth's surface

Land survey terminology

##### Ability to:

Organize and prioritize projects and assign work to subordinate personnel

Review or check the work product of others for conformance with standards

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with all levels of City staff and the general public.

#### **Education & Experience**

Ten years experience as a person in responsible charge of land survey crews and supporting personnel. Must be a Registered Land Surveyor within one year of employment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

